

# GETTING STARTED WITH E-GRANTS

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## E-GRANTS DOS AND DON'TS

### Do



Use the page-specific instructions for guidance on the correct way to complete the page.

- Click the “Click for Instructions” hyperlink at the top of each application page to access the page instructions.
- Click the “Contact Us” hyperlink at the bottom of every page to locate the appropriate program contact if you need additional help.



Make frequent use of the **SAVE PAGE** button a habit.

- Save every page as often as you can.
- You will lose all newly entered data if you do not save a page before clicking on another tab or navigating to another section.
- The system has a 60-minute time-out. Any information not saved is lost when the system times out.
- If a **red error message** appears at the top of the page when you click the **SAVE PAGE**, the page has not saved. Correct errors then click the **SAVE PAGE** button again. Repeat until no error messages appear.
- The **CALCULATE TOTALS** button does not save the page.



Only click buttons and hyperlinks once.



Turn off Pop-up blockers.

- Click on Tools (browser menu),
- Click "Turn Off Pop-up Blocker."

## DON'T



Do not use the browser's back button or refresh feature! If you do, you risk losing all entries on the page and you may be required to log-in again.



Do not copy and paste text from Microsoft Word or other self-formatting word processing software. If you need to copy and paste from Word, paste your text into Notepad or similar program first. Copy your text from Notepad then paste into E-Grants.



Internet Explorer 8 users: Do not open more than one application at a time (e.g., a previous year and a current year application open concurrently in a 'side-by-side' configuration). Internet Explorer 8 is configured in a manner that you can overwrite one or the other of the applications if they are open at the same time.

- An edit has been added to the system to not allow concurrent sessions. You will get an error message if you open two applications at the same time.

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## COMMUNICATIONS

- Critical messages about the E-Grants system, deadlines, and other pertinent information will be sent through official e-mail.
- Only LEA Authorized Representatives (ARs) receive automatic e-mail notification of approved and returned applications/amendments unless additional e-mail addresses are entered in the "Approval/Disapproval E-mail Notification" section of the **CONTACT INFORMATION** page.
  - The E-Grants system uses the AR's security e-mail address for automatic approval/disapproval e-mails. If the AR's e-mail address changes, it is very important to contact the E-Grants security officer at (406) 444-3448 and change the e-mail address on file.

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## E-GRANTS SECURITY

- Each district or organization (LEA) must apply to the Office of Public Instruction (OPI) for security ID's in order to access the E-Grant system.
  - The form is available at:  
<http://www.opi.mt.gov/PDF/Egrants/Security/2011%20EGrants%20Security%20Form.pdf>.
  - If the LEA gets a new authorized representative (AR), they must complete this form to set up the new AR's account and remove the former AR's affiliation.
  - This form should be used to remove former employees as well as set up new ones.
- The E-Grants system uses the AR's security e-mail address for automatic approval/disapproval e-mails. If the AR's e-mail address changes, it is very important to contact the E-Grants security officer at (406) 444-3448 and change the e-mail address on file.
- User names and passwords do not expire.
  - User IDs and passwords remain the same until the user asks for new ones.
  - Contact the E-Grants security officer at (406) 444-3448 if you do not have a user ID and password or if you lose or forget yours.
  - User IDs and passwords are mailed to the individual users via the US Postal Service to ensure security.
  - Passwords cannot be given out over the phone, by fax, or by e-mail.

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## TAB STRUCTURE AND APPLICATION SECTIONS

- E-Grants is set up using a tab structure. As a general rule, you should complete the tab strip from left to right. When a sub-tab strip opens, complete the tabs within the sub-tab strip from left to right then return to the previous row of tabs.
  - Some applications contain up to four sub-tab strips.
- The consolidated applications (ESEA/NCLB and IDEA) have application sections, i.e. NCLB Consolidated, Title I-A Basic, IDEA Part B, etc. These are selected via the Application Section drop-down list in the upper right corner of each page. It will be necessary to navigate back and forth between application sections in addition to navigating tab strips.

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## PLANNING TOOL

- The Planning Tool must be completed before moving through the program and budget detail pages in each application.
  - Complete the topic areas applicable to the programs for which you are applying. Some programs have mandatory topics.
  - The planning tool does not have a submit feature.
  - Upon completion of the Planning Tool pages, click the “Click to Return to Menu List” hyperlink.
- Use of the **COPY TO NEW YEAR** button is a convenient, time-saving option when no changes are needed from year to year.

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## REFUSING ESEA/NCLB FUNDS

- To refuse all ESEA/NCLB program funds:
  - Create an application.
  - Check the applicable checkboxes in the “Funds not applied for” section at the bottom of the **ALLOCATIONS** page (**FUNDING** tab).
  - Complete the **Private/Nonpublic School Participation/Schools 1-15** page.
  - Complete **COMMON ASSURANCES** and **FINAL ASSURANCES AGREEMENT** pages (**ASSURANCES, COMMON AND PROGRAM** tab).
  - Go to the **SUBMIT** page, run the consistency check
  - Click the **SUBMIT TO OPI** button
- To refuse some, but not all ESEA/NCLB program funds:
  - Create and complete the ESEA/NCLB application.
    - User guide and on-page instructions are available.
  - On the **ALLOCATIONS** page (**FUNDING** tab), check the applicable checkboxes in the “Funds not applied for” section at the bottom of the page.
  - Only check the boxes for the programs you are refusing.
  - **CAUTION:** Once a check box is checked and the page is saved, the checkbox cannot be unchecked.

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## PRINT ALL FEATURE

- Districts can print a hard-copy of each E-Grants application by clicking the “Print All” button. E-Grants applications often exceed 100 pages so this printing ability should be employed sparingly. Because applications are such large files, print requests go into a queue during the day and process at night when the system is not in high demand. Consequently, applications are not immediately available upon request. The requestor will receive two e-mails: when the request is made and when the document is ready for printing. A record will remain on the application indicating date and name of the requestor.
- Individual application pages can be printed using the “Printer-Friendly” hyperlink and view.
  - Use your browser’s print function to print the page.

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